



IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

IMPORTANT INFORMATION REQUESTED TO ASSIST IN PROCESSING YOUR LOAN REQUEST QUICKLY

Proof of Income for all Loans:

- Wage Earners: Most current 30 days of paystubs for each applicant and prior two (2) years' W-2s
- Social Security Recipients: most recent benefit award letter
- Pension Recipients: prior year's 1099-R and current SS award letter.
- Self-Employed or Applicants with Rental Income: signed federal tax returns (all schedules) for the most current 2 years; corporate / partnership returns may be requested if needed to properly analyze your financial situation.

For Equity & Mortgage Loans & Lines of Credit:

- Copy of the current property tax bill and deed or legal description (other than PB refinances)
- Copy of your most recent mortgage statement (other than PB refinances)
- Most current 2 months deposit, brokerage and /or retirement statements, as applicable

For Motor Vehicle Loans:

- Sales contract
Note: if purchasing from a 3rd party, the Bank must be able to verify that the title will be sent to Putnam Bank.

At closing, the following items will also be required:

- Proof of Insurance – comprehensive coverage for the vehicle evidenced by a binder from your insurance company listing Putnam Bank, its successors and/or assigns, ATIMA, as Loss payee
- Vendor's Single Interest Insurance – this insurance may be obtained through the Bank for a one-time fee of \$20.00 which may be paid at closing or financed. You may also obtain VSI from an insurance agent of your choice.
- Registration Fees: - If your new vehicle is not registered by the dealer, the \$35.00 fee must be paid at closing to list Putnam Bank as 1st lien holder.

We appreciate the opportunity to process your request and to answer any questions you may have. Thank you for considering Putnam Bank for your financial needs.